

# ASRS WEEKLY REPORT

## ARIZONA STATE RETIREMENT SYSTEM

Paul Matson, Director  
3300 North Central Avenue, Phoenix, Arizona 85012  
[www.azasrs.gov](http://www.azasrs.gov)

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*For the week ending Friday, March 24, 2006*

This electronic report provides a briefing of news and notices important to our employer partners and our members. Please direct comments to [WeeklyReport@azasrs.gov](mailto:WeeklyReport@azasrs.gov).

### ASRS News

#### Director Outreach meetings scheduled for 2006

ASRS Director Paul Matson has scheduled a series of Director Outreach meetings for 2006 in Flagstaff, Phoenix, Tucson and Sierra Vista.

This is the second series of meetings that has taken Mr. Matson to various parts of the state to meet with members and retirees.

The informal meetings provide an opportunity to exchange dialogue on issues and information related to the retirement system.

Director Outreach meetings are scheduled for:

- **Flagstaff – Monday, March 27**, 2:30 p.m., at the Coconino County Complex, 219 E. Cherry St., Board of Supervisors meeting room.
- Phoenix – Tuesday, May 2, noon, at the ASRS Phoenix Office, 3300 N. Central Ave., 10<sup>th</sup> floor Board Room.
- Tucson – Thursday, June 22, 12:30 p.m., at the ASRS Tucson Office, 7660 E. Broadway Blvd., Suite 108.
- Sierra Vista – Thursday, October 12, 10 a.m., at the Sierra Vista Public Library, 2600 E. Tacoma St.

No reservations are required to attend the Director Outreach meetings. Information: (602) 240-2016.

#### Retirement-related Legislation under consideration this session

There are several bills before the legislature that may impact ASRS members. You may view a summary of these bills and track their progress by referring to the ASRS Bill Tracker, which is updated weekly and posted on our website at [www.azasrs.gov](http://www.azasrs.gov)

#### Educational meetings offered to inform, assist members

The Member Services Division of the ASRS conducts educational meetings available to all members. Whether you're newly hired and want to learn about the benefits available to you, or you're ready to retire and want assistance filling out your paperwork and making annuity selections, the ASRS has a meeting for you.

**Group Meetings** are designed for members within one year of retiring. You'll learn about potential monthly benefits and options, completing retirement paperwork, health insurance, and return-to-work options.

**Seminars** are open to all members and are especially helpful to new members. You'll learn about the ASRS, benefits as an active, inactive and retired member, member responsibilities, retirement benefit calculations, wills and trusts and Social Security benefits.

**Service Purchase Meetings** are open to all members. Here you'll learn about the Service Purchase Program, the process for purchasing service, types of service available for purchase, cost calculations and payment options.

Visit our website and click on the Calendars section to see a full listing, including our Spring state-wide travel schedule. Reservations are required and can be made by calling the Member Service Advisory Center at (602) 240-2000 in Phoenix, (520) 239-3100 in Tucson, or (800) 621-3778 outside Phoenix and Tucson.

## ASRS Employer News

### ENROLLMENT FORMS

The ASRS is in the process of updating member-records and is asking your support to help ensure they are accurate.

The majority of information contained in each record comes from the member's initial enrollment form. The enrollment form is vital because it ensures we have accurate and complete information for our members, triggers the creation of member accounts and provides our actuary with critical information needed to make actuarial assumptions that affect our contribution rates.

Frequently, the ASRS receives enrollment forms that are incomplete and/or have inaccurate information. The following is a list of the most common errors that we see:

- Wrong Social Security number
- Enrollment is filled out by employee only, without the required signature from the employer representative
- No address
- No date of birth for member
- No gender for member
- No designated beneficiary
- Beneficiary information incomplete
- Incorrect names
- Missing enrollment form. Account is set-up from employer contribution report which does not provide us with all the information we need to serve our members

In order for the ASRS to improve the integrity of our data, and better serve our members, incomplete forms are returned to the employer for correction. The form will be accompanied by a letter asking you to complete and return the enrollment form to the ASRS.

If you are unsure of how to fill out the enrollment form, please contact the ASRS Employer Relations division or refer to the sample contained in the Employer Manual.

The ASRS appreciates your efforts to help us keep accurate records of your employees!

### New address for mailing checks to the ASRS

The Arizona State Retirement System has a new mailing address to be used solely for mailing checks to the ASRS.

The new mailing address is:

ASRS  
P.O. Box 34030  
Phoenix, AZ 85067-4030

This address is now in use for all employer correspondence containing a check. Employer contribution payments should be remitted to this new address beginning immediately.

Please continue to use our standard address for all other correspondence that does not include a check:

ASRS  
P.O. Box 33910  
Phoenix, AZ 85067-3910

### **On-line Contribution Reporting fast, easy!**

Did you know ASRS employers can file payroll reports and make payments to the ASRS via the internet at [www.azasrs.gov](http://www.azasrs.gov)?

**The ASRS highly encourages employers to participate in this safe, secure electronic reporting option!**

To sign up for on-line reporting, contact:

Marcia Kumamoto, Contribution Accounting Manager  
[marciak@azasrs.gov](mailto:marciak@azasrs.gov)  
(602) 240-2034 from metro Phoenix  
(520) 239-3300, ext. 2034 from metro Tucson  
1 (800) 621-3778, ext. 2034 toll free from outside metro Phoenix and Tucson

OR

Michelle Fink, Administrative Project Coordinator  
[michellef@azasrs.gov](mailto:michellef@azasrs.gov)  
(602) 308-5107 from metro Phoenix  
(520) 239-3100 ext. 5107 from metro Tucson  
1 (800) 621-3778 ext. 5107 toll free from outside metro Phoenix and Tucson

### **ER 101 Workshop set for April 18**

The Employer Relations staff is offering its popular ER 101 Workshops, designed specifically for new employer staff who hold positions of responsibility in accounting, benefits, human resources or payroll and who have not previously worked with the retirement system and would like to learn the basics.

Subject matter includes: determining membership; Long Term Disability; reporting contributions; the Return to Work Program; Health Insurance Premium Benefit Program; a review of the new ASRS Employer Manual, and completing ASRS forms.

The final ER 101 Workshop for this spring is scheduled for **April 18**, from 8:30 a.m. to 12:30 p.m. at the ASRS Phoenix office, 3300 N. Central Ave., 10<sup>th</sup> floor Board Room. Space is limited, so make your reservation now! For information and reservations, contact:

Michelle Fink, Administrative Project Coordinator  
Metro Phoenix Phone: 602-308-5107  
Metro Tucson 520-239-3100 ext. 5107  
1-800-621-3778 Ext. 5107  
E-mail: [michellef@azasrs.gov](mailto:michellef@azasrs.gov)

## **Board & Committee Meetings**

### **ASRS Board of Trustees**

Friday, April 21, 2006, 8:30 a.m., ASRS Phoenix office, 3300 N. Central Ave., 10<sup>th</sup> floor Board Room.

### **Operations Committee**

Tuesday, March 28, 2006, 10:30 a.m., ASRS Phoenix office, 3300 N. Central Ave., 14<sup>th</sup> floor.

### **Investment Committee**

Wednesday, April 5, 2006, 5:30 p.m., ASRS Phoenix office, 3300 N. Central Ave., 14<sup>th</sup> floor.

### **External Affairs Committee**

Friday, April 7, 2006, 10 a.m., ASRS Phoenix office, 3300 N. Central Ave., 14<sup>th</sup> floor.

*Note: All Board & Committee meetings are open to the public and your attendance is encouraged. Schedules, agendas and minutes of meetings are posted on our website and are available at our Phoenix and Tucson offices.*